
NORTH DAKOTA INSURANCE DEPARTMENT MEMORANDUM

TO: NCOIL GROUP
FROM: KEN ROOD
SUBJECT: OUT-OF-STATE TRAVEL EXPENSES FOR LEGISLATORS
DATE: 8/28/2006

In an effort to be consistent with other state agencies and the Legislative Council, The North Dakota Department of Insurance is adopting a policy related to requests for and reimbursement of out-of-state travel expenses for legislators.

It is the policy of the Department to reimburse approved legislative travel in accordance with the Office of Management and Budget Guidelines and those of Legislative Council. The Department will pay a per diem of \$100 per day for required meeting days, including up to one-half day for travel to and from a city where an airport is located if it is necessary. If distance makes it necessary to come to a city the night before or spend a night after an event, the legislator will be reimbursed for hotel expenses at the statutory rate.

All travel must be approved at least two weeks prior to the event and/or prior to submitting an event registration form to the sponsoring organization. Department approval must be given by the Commissioner or Deputy Commissioner. Attached is a *Legislator Travel Request Form* for your use.

Travel expenses are only reimbursable if expended. For instance, if two legislators travel in the same vehicle, only one mileage amount can be claimed. If certain expenses such as airfare, meals or lodging are provided as part of the event or by another party, they are not reimbursable.

As a rule, the only travel for which the Department will reimburse legislators for are meetings of NCOIL (limited to one meeting per year, unless the legislator is an officer) and other meetings that legislators are requested to attend by the Commissioner.

The request for reimbursement must include the *Legislator Travel Reimbursement Request* (also attached). Note that receipts are required for travel, lodging and any other miscellaneous expenses. Miscellaneous items must be explained.

I respectfully ask for your cooperation with this policy. Please contact me if you have any questions. Thank you.